

## **Part-time job opportunity in the FSI Transition Center for Summer 2005**

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The Transition Center at the Foreign Service Institute is seeking applications for the following positions:

YDD/YSOS Coordinator  
YDD/YSOS Teachers (3)  
YDD/YSOS Teacher's aides (3)

### **Background**

Young Diplomats Day (YDD) is a one-day introduction to the world of diplomacy for children of USG employees assigned abroad. Children in grades two through twelve participate in a variety of activities including role-play, arts and crafts, and open discussion in age-appropriate classrooms (elementary, middle and high school).

Youth Security Overseas Seminar (YSOS) is a one-day course for children in grades two through twelve. Children explore safety and security threats they might face in an overseas environment and identify resources to protect themselves. Together, YDD and YSOS are a two-day diplomatic training program for Foreign Service kids.

YDD is offered four times during the summer, and YSOS is offered seven times in the summer and once in February.

### **The dates for YDD are**

June 20  
July 11  
July 25  
August 1

### **The dates for YSOS are**

June 7  
June 21  
July 5  
July 12  
July 19  
July 26  
August 2

### **Qualifications**

For the coordinator and teaching positions, a teaching background is required but certification is not. Knowledge of the Foreign Service life is preferred. Applicants for teacher's aides positions should be Foreign Service high school or college students with recent overseas experience.

### **Coordinator Position**

Prior to the yearly training programs, the YDD/YSOS Coordinator will:

- Collaborate/coordinate with the Transition Center Training division in the process of acquiring and selecting teachers and assistant teachers for the summer youth programs. (NOTE: Transition Center Staff will have final approval on all selections.)
- Prepare and submit an agenda for the Orientation Meeting for review by the Transition Center staff.
- Review, revise, and update program curricula and job descriptions.

During the scheduled training, the YDD/YSOS Coordinator will:

- Coordinate and organize the registration process for each class offering.
- Monitor the snacks inventory and coordinate and manage their distribution.
- Serve as a substitute teacher when necessary.
- Chair meetings for information sharing about classroom events.
- Provide feedback on performance to teachers, assistants, and interns.

At the conclusion of the yearly training program, the YDD/YSOS Coordinator will:

- Collect, inventory, and return all training materials used during the year to the Transition Center Training staff.
- Conduct a program review activity to gather comments regarding best practices, suggestions for improvement, etc.
- Schedule a program review with the Transition Center Training staff to discuss curriculum, teacher recommendations, and student evaluations.

### **Teaching Position**

Prior to the yearly training programs, the YDD/YSOS teachers will:

- Attend a half-day orientation program before the first offering of the course to become familiar with the curriculum and to introduce all members of the training team.
- During the scheduled training, the YDD/YSOS teachers will:
- Present the training material provided by the Transition Center.
- Attend periodic end-of-day de-briefing meetings to share information about classroom events.

### **Teacher's Aides**

Prior to the yearly training programs, the YDD/YSOS teachers will:

Attend a half-day orientation program before the first offering of the course to become familiar with the curriculum and to introduce all members of the training team.

During the scheduled training, the YDD/YSOS teacher's aides will:

- Assist the teacher in presenting the training material provided by the Transition Center.

- Attend periodic end-of-day de-briefing meetings to share information about classroom events.

**Salary**

A stipend is paid for each day worked. The stipend varies from \$100.00 - \$300.00, depending on the position.

Interested persons should send a current resume to Eileen Kelly Burkart at [BurkartEK@state.gov](mailto:BurkartEK@state.gov). Applicants for the teacher's aide positions should submit a letter of application listing posts where they've lived, school activities, and a statement about their interest in the program.

4/05